



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 6/15/18	Interviewer: CM	RFA #18-62
Name of Person(s) Requesting Assistance: [REDACTED] on behalf of [REDACTED]		
Contact Numbers (telephone, e-mail, etc.):		
Status of Person(s) Interviewed (title, position, student status, etc.):		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED], Graduate Student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male  Female  Administrator  Faculty  Staff  Student   
Concern Regarding: Male  Female  Administrator  Faculty  Staff  Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
6/12/18	Email from Michael Sledge to EO	On June 5, 2018, Michael Sledge received an e-mail from [REDACTED] chair, concerning some behavior on the part of [REDACTED] relating to his interactions with other students, as well as possible mental health concerns. Michael spoke with [REDACTED], the Department chair who informed Michael that in addition to the concerns raised in [REDACTED]'s e-mail, [REDACTED] informed Michael that [REDACTED] had [REDACTED] is withdrawing as [REDACTED] thesis chair following an incident in which [REDACTED] propositioned [REDACTED] and followed up by going around her desk and touching her on the back." [REDACTED] informed Michael that he believed this incident occurred the week of the 12 <sup>th</sup> of June. Michael e-mailed the above information to the EO office on June 12, 2018.
6/14/18	Email from Michael Sledge to EO	Michael Sledge informed EO that he had followed up with [REDACTED] and [REDACTED]: possible interim sanctions for [REDACTED]. [REDACTED] did not want an administrative no-contact order and [REDACTED] was fine with being the department's academic contact with [REDACTED] was trespass from

		████████ and the ██████████ department.
June 18	SGS t/c to ██████████	SGS phone conversation with ██████████ indicated she did not want to file a formal complaint against ██████████
7/19/18	CM t/c to ██████████	CM called ██████████, told him we wanted to meet with him to follow up about a situation that had occurred with ██████████. ██████████ said he would call back to make an appointment to come in.
7/19/18	CM t/c to ██████████	CM called ██████████ because he never called back to make an appointment. ██████████ indicated he was not in Bellingham and would not be returning until August 1 <sup>st</sup> or 2 <sup>nd</sup> . CM told ██████████ he would talk to SGS then get back to him.
7/23/18	CM t/c to ██████████	CM called ██████████ and scheduled a meeting with SGS and CM for August 2 <sup>nd</sup> 2018 at 2:00
8/2/18	CM and SGS met with ██████████	CM and SGS met with ██████████. SGS told ██████████ that we had been informed of an incident involving ██████████ (propositioning and touching her back). SGS told ██████████ there was no formal complaint and there was not an investigation ongoing. SGS asked ██████████ if he remembered doing something like this, and ██████████ indicated that he had asked ██████████ out to lunch, but could not recall touching her on the back. SGS told ██████████ that we don't know exactly what happened, because there has been no investigation or findings, but that if true, the behavior as detailed to the EO office would be inappropriate. SGS told ██████████ that we want ██████████ to be successful so it is important for ██████████ to understand appropriate boundaries and being professional with Professors. SGS gave ██████████ EO materials and copies of WWU policies relating to sexual harassment. ██████████ seemed receptive and understanding of the materials.
8/2/18	CM phone call with Michael Sledge	CM called Michael Sledge to inform him that EO had spoken with ██████████ and provided him with education and materials. CM told Michael Sledge that the EO office would not be taking any additional actions.